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Short-writing,

The most easie, Exact, Lineal, and Speedy METHOD that hath ever been Obtained, or Taught.

Composed by

THEOPHILUS METCALFE,
Author and Professor of the said
ART.

The Last Edition.

With a New Table for shortning of Words.

Which Book is able to make the Practitioner perfect without a Teacher.

As many Hundreds in this City, and elsewhere, that are able to write Sermons word for word, can from their own Experience Testifie.

A young man, that lately lived in Cornhil, Learned so well by this Book, that he wrote out all the Bible in this Character.

LONDON, Printed for, and are to be sold
by J. Hancock near the Royal Exchange in
Cornhil. 1690.

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TO THE READER.

Courteous Reader,

A *S* it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet, because short; and admired of all, because under a little husk is contained a large kernel. The Art and Knowledge of man riseth by degrees, and many times by reason of our ignorance of a more compendious method, we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that

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it hath attained it's Perfection, whereas other Arts expatiate, and extend themselves beyond all compass of mans brain. Again, we must not suppose it to be some upstart or new-coyned Art, for it is as ancient as Homer himself, whose Iliads we read to be comprized in the shell of a Nut. I dare say no more, lest it should not seem to comply with my faculty; therefore, Gentle Reader, all that I desire is to have your approbation after your probation and censure after trial. Thus hoping to enjoy both, I rest, ready prest to afford you what furtherance I can.

Theophilus Mercall

The Stationer to the Reader.

Gentle Reader, Though I know divers have learned in two or three dayes time by this Book only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a Schoolmaster, explaining all the Rules thereof to the weakest capacity; Also a new Copy book of several hands, viz. Secretary, Roman, Italian, Running, and Text-hand: sold by John Hancock near the Royal Exchange in Cornhill.

CHAP. I.

Of the excellent use of this available Art of
RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, So being once perfect in this Art, you shall with little use retain the same still in memory, during your life. Your memory shall be much helped and reserved, the pains of your most usual studies greatly extenuated thereby. By the said Art, you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. It is useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecillity, nor weakness of your capacity for the attain-

6 *The Art of Short-writing.*

ing of mature perfection in this Art, by the book alone, without any other teacher: For first, The rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, You have examples also suitable to every rule, so there can be no mistake. Thirdly, The rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joyning, have attained to an understanding in the art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and swiftness will follow after; the more you practice, the more you will gain experience.

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The Letters of the Alphabet

A	a	h	h	p	p	v	v
B	<	i	i	P	σ	w	7
c	c	k	~	q	7	x	x
d	o	l	u	r	r	y	8
e	o	m	\	s	i	z	z
f	L	n	-	t	,	æ	-
g	4	o	e				

Double Letters to begin wordes

bl	<	fl	u	pl	e	sm	l
br	4	fr	4	pr	e	sn	2
cl	<	gl	4	sh	h	sp	1
cr	4	gr	4	sk	h	st	1
dr	2	kn	u	sl	l	str	2
dw	3					sv	4

Double Letters to end wordes

la	s	lt	5	ns	7	rn	r
lk	u	mp	2	nt	7	rp	r
lm	u	mpl	2	rd	n	rs	n
ln	u	nd	7	rk	n	rt	r
lp	5	ng	4	rl	n	st	1
ls	4	nk	u	rm	n	tr	1

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

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CHAP. II.

Of the Alphabetical Characters which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *s*, the first to begin words, the latter to end words.

Observe this Rule for the joyning of the Letters aforesaid. These Characters are extracted from the Alphabet of letters, and are made after this manner, by joyning two Characters together: As for example, suppose you have a word to begin with *bl*, to include these two Characters in one, you must do it thus, first write down the Character *b* thus () then from thence where you take off your Pen, joyn the Character *l*, which is the next letter, thus () and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

CHAP. III.

SHeweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.

C *E* *F* *L* *N* *W*

By these examples you may see, that above *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

The third Chapter containeth the chiefest Rule in all the Art, therefore let the learner be careful to observe it well; for this of the Vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise, as to cast the Book away, because they could not presently apprehend all at the first reading; whereas many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

Chap

CHAP. IV.

Sheweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following.

a	e	i	o	u
am	ek	ile	on	urge
at	eye	rie	or	utter

Secondly, When a Vowel cometh in the middle of a word, then remember that you place the next letter that cometh after it in the place of the former Vowel, as for Example, to write *back*, first set down your *b*, thus (*b*) now the next letter after *b* is your Vowel *a*; now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k*, thus (*bak*) *back*. To write *bait*, first make your *b*, thus (*b*) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, & in that place write the letter following which is *t*, thus (*bat*) *bait*, to this end observe your examples following in the next leaf.

A

A Table of Examples for shortning of words

MAny times letters and whole syllables may be left out. & yet sufficient found remaining to express the word by

For *Abraham* write *Abram*, for *vehement* write *vement*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mt*, for *naught* write *naut*, for *Burrough* write *Buro*, for *thorough* write *thuro*, for *liberal* write *libral*, for *alteration* write *altrai*, for *beautified* write *butified*, for *mystery* write *mystry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbor* write *rbor*, &c. Many more might be added, but these I judge sufficient to direct the ingenious Learners.

Note also, That when *E* comes before it may be always left out; as for *example* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together, as *ff*, *ll*, *mm*, leave out one of them

For { *Affable*
 Allow
 Command } write { *Afable*
 Alow
 Coman

And always instead of *ph*, write *f* in *fishick*, *farisee*, *filosofie*.

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 them
 Afab
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 Coma
 rite
 C

Examples

1 ⁿ	arose	1-	joyne	i	saith
2 ⁿ	availe	1	just	iv	seale
3 ⁿ	avoide	1 ⁿ	keyes	iv	seeke
4 ⁿ	booke	1 ⁿ	kisse	iv	sight
5 ⁿ	bought	1 ⁿ	last	iv	soule
6 ⁿ	came	1 ⁿ	least	1 ⁿ	sought
7 ⁿ	cause	1 ⁿ	loose	1 ⁿ	tast
8 ⁿ	caught	1 ⁿ	moone	1 ⁿ	taught
9 ⁿ	cease	1 ⁿ	narrow	1 ⁿ	toile
10 ⁿ	dayes	1 ⁿ	nature	1 ⁿ	tooke
11 ⁿ	deafe	1 ⁿ	neighbour	1 ⁿ	vaile
12 ⁿ	ease	1 ⁿ	night	1 ⁿ	vine
13 ⁿ	east	1 ⁿ	noise	1 ⁿ	voice
14 ⁿ	exceed	1 ⁿ	omit	1 ⁿ	vowes
15 ⁿ	faile	1 ⁿ	owne	1 ⁿ	waite
16 ⁿ	fast	1 ⁿ	Oyle	1 ⁿ	wayes
17 ⁿ	feast	1 ⁿ	paid	1 ⁿ	weake
18 ⁿ	fight	1 ⁿ	passee	1 ⁿ	well
19 ⁿ	hate	1 ⁿ	past	1 ⁿ	were
20 ⁿ	heale	1 ⁿ	race	1 ⁿ	wombe
21 ⁿ	heed	1 ⁿ	raise	1 ⁿ	yoke
22 ⁿ	house	1 ⁿ	rest	1 ⁿ	your
23 ⁿ	jewes	1 ⁿ	rust	1 ⁿ	youth
			said	1 ⁿ	

The Art of Short writing

Thirdly when a double consonant begins a word then let the vowel be placed about the last letter as for example to write (blame) set your double letter downe thus (b) and then your vowel being (a) write (i) in the place of it thus (bi) to write blacke set downe your (bl) thus (b) and then your vowel being (a) write (k) in the place of it thus (bk) to this end observe these examples following

blood	knees	spake
blot	please	sparrow
bright	plucke	spouse
brought	praise	spoile
cleare	prayer	spread
cloth	pride	steale
crowne	shadow	still
draught	shame	stocke
flame	slaine	store
flocke	schoule	strait
fraud	skin	swallow
fright	small	sweet
glass	smell	tread
greife	snare	trees

Fourthly observe when a word begins with single letter and ends with a double letter then place your double letter in that vowel place that most sounds the word as for example to write build sett your single letter (b) downe thus (b) then your vowel being (i) write (ld) in the place of (i) thus (bld) to write (feild) set downe your (f) thus (f) then write (ld) in the place of (e) thus (fld) feild to this end observe the examples following

The Art of Short writing

h	balme	b	hurt	m	silke
<	better	pr	pearle	ny	songe
s	bond	p	point	h	storne
<	built	hr	scorne	h	torne
e	could	h	short	h	water
e	faint				

Fiftly observe if one letter (or) twoo letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (<) then put a pricke in the place of (i) thus (<) (by) to write blow set downe your double letter (bl) thus (<) then put a period in the place of (o) thus (<) (blow) to this end observe the examples following

t	few	l	to	e	plough
h	foe	7	way	f	pray
b	high	x	noe	h	free
i	jaw	c	clay	h	shew
1	jew	a	cry	h	skie
1	joy	z	draw	b	slay
n	key	z	dry	h	snaw
—	nigh	w	fly	h	spue
7	noe	h	free	h	stay
t	now	h	gnaw	h	straw
i	say	h	grow	h	true
i	see	h	knee	h	try
h	soe	h	know		

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1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

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Sixtly observe that sometimes sillables may be left out of some wordes, yet sufficient sound remaining still to expresse the same as for example

5	daughter	3	laughter	15	slaughter
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Seaventhly, note that when a period is put within the circumference or middle of a word it signifieth (son) as these for instruction

8	comparison	6	poison	9	season
u	lesson	4	prison	10	treason
o	person	r	reason	v	venison

Eighthly observe this rule, that when a word ends with (s) then put a period behind it to expresse the plurall number as for example

2	bones	1	eyes	7	nurse
3	debts	4	frogs	11	rites
u	else	41	goats	12	tares

Ninthly when words end with (ed) then put (d) in the (e) place of the former letter as in these examples and the like /

13	arrayed	13	ioyned	12	robbed
2	bowed	2	neighed	13	uerved
u	clouted	7	noised	2	used

Tenthly observe that if two vowels come together in a word and both of them of necessity must be exprest then exprest them thus as in these examples

10	fewell	10	jewell	11	poet
11	fewer	11	lower	13	riot
12	hewer	12	lyon	14	vowell

Eleventhly note that when a word ends with (t)ie
put a period in the place of (i) as in these
examples

i. dam ⁿ is ⁱ e	1. ius ^t is ⁱ e	r. rec ^t is ⁱ e
h. edis ⁱ e	v. magnis ⁱ e	r. teris ⁱ e
h. fortis ⁱ e	f. pacis ⁱ e	w. villis ⁱ e

Twelfthly note that when a word ends with (t)ive
then put a period in the (i) place of (t) thus (i)
as in these examples

active	o. capti ^v ive	h. native
affirmative	v. moti ^v e	h. primiti ^v e

Thirteenth to acquaint you with this rule
concerning (qu) you shall understand
they are never disioyned but evermore
linked together as you may see in these
examples following (quaisle) (qualitie)
(quiene) (question) (quicken)

Fourteenth note that when a word
endes with (est) (remember) that
you write (st) in the place of (e) as
in these examples

1. fitte st	1. meet st	1. reed st
1. mean st	1. mock st	1. weep st

(1907-1908)

The first of these is the fact that the
 number of cases of disease is
 increasing. This is due to the fact
 that the number of people who are
 exposed to the disease is increasing.
 The second is the fact that the
 disease is becoming more virulent.
 This is due to the fact that the
 disease is becoming more common.
 The third is the fact that the
 disease is becoming more difficult to
 treat. This is due to the fact that
 the disease is becoming more common.
 The fourth is the fact that the
 disease is becoming more difficult to
 prevent. This is due to the fact that
 the disease is becoming more common.

1870

[illegible]

Prepositions to begin long wordes are these

+	ab }	+	croſſe	b	pro
	ob }	2	de	l	pub
T	ac	7	diſſ	n	pur
3	ad		fall }	r	re
a	af	v	full }	s	satis
v	afflict	2	in	q	ſum ct
u	all	o	in	r	ſor
^	an	o	liber	2	ſub
	ap }	e	mer	2	ſuffice.
p	ip }	o	meſſ }	n	ſup
z	as		miſſ }	o	tempt
d	be	x	more	s	teſt
e	ch		par }	2	th
u	circum	o	per	2	thr
u	com	p	part	2	trance
c	con	o	pract	2	va
o	count	2	pre	2	wh
2	coſ			2	nr
2	coſ. Call.				

Terminations for ending long wordes are theſe

L	able	1	ject	>	ſoever
2	ance }	2	ing	o	ſom
	ence }	o	lye		
2	ant }	~	ment	s	ſtruct }
	ent }				ſtrue }
o	cation	s	neſſe	/	tie
2	dure	2	ous	Δ	together
o	eth	p	ſerue	v	vert }
w	ference				ver }
>	fullneſſe	c	ſion		

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CHAP. V.

*Of the Prepositions and Terminations
for long Words.*

These *Prepositions* and *Terminations*
must be perfectly gotten by heart,
ing but small dependance upon the
ters of the Alphabet, being of much
in the writing of all long words, each
them standing for a syllable, and some
more.

CHAP. VI.

Heweth how to distinguish Characters
that have some resemblance with o-
thers: And here observe, both in your
Prepositions and *Terminations*, you shall find
sometimes, that one and the same Chara-
cter may stand for two things.

As for Example :

There

There is the same Character for

J
P
E
S
+
C
a
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2
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r
b
9
N
6
1
/
8
A
T
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And

And

believe
call
care
child
Christ
concern
deliver
drink
hath
hence
our
proverb
saint
sure
that
there
the
thing
unto
want
went
were
which

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All which may with facility be distinguished thus: When any of these standing by themselves, they are for whole words; but when they are joyn'd with any letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*: so the Preposition when it standeth alone is *call*, and so the rest. All which is no hindrance, rather a help unto the memory; for remembering the one, the other cannot be forgotten.

CHAP. VII.

Directions for the joyning of words, which are to be drawn out of the former Prepositions and Terminations, observe these four Rules.

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First, set down your Preposition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your Pen from your former Preposition, without moving your Pen: then write your letter or letters following in the place of the Vowel that most sounds the word. As Example.


First,



First write your Preposition for (+) the next letters following, *st*, must be joyned to *ab*, thus (+) then in the Vowels place which is *u*, thus (+) *abstain*.




To write *affirm*, first set your Pen on for *aff*, thus (+) then place double letter *rm*, in the *i* place of (+) *affirm*.




Secondly, when your Preposition begin the words and end the word, always joyn them together: As for example, to write *account*, set down Preposition *ac*, thus (T) then where are to take off your pen from *ac*, joyn thus (+) without removing your pen. To write *appear* set down your pen on *ap*, thus (P) then where you take off your pen from *ap*, joyn your position *per* thus, (+) without removing your pen.




Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example, write *preserve*, first set down your Preposition *pre*, thus (<) when there is no Vowel between the Preposition and Termination, then observe it is a general Rule, that you always joyn them

er without removing your Pen, thus
() preserve.

To write *present* set down your Prepo-
sition *pre*, thus () then where you were
take off your pen, joyn your Terminiati-
on *sent*, thus ()

Fourthly, if a Preposition or Terminiati-
on begin a word, and there be neither to
begin it, then it must be ended with the
letters of the Alphabet: As for example,
As to write *absolve*, set down your *ab*, thus
() then to joyn *s* to *ab*, thus ()
then your Vowel being *o*, write *l* in the
place of it thus ()

To write *admit*, first set down your *ad*,
thus () then joyn your *m* to *ad*, thus
() then your Vowel being *i*, write *t*
in the place of it thus ()

To write *affright*, first set down your *aff*,
thus () then joyn your *r* to your *aff*,
thus () then in the *i* place of your *r*,
write *t*, thus () So that by observing

these Rules exactly, if you had no other
examples, you might be able to make any
word which may be drawn or made out of
the aforesaid *Prepositions* and *Terminations*;
yet for your more easie & speedy attaining
to it, I have drawn out the *Table* of ex-
amples following, and have exactly cha-
ractered them to your hands. You

YOU need not charge your memory with them in learning them, or any of the following by heart, they are added for example sake, and more curious in this Art: for any word may be written by the foregoing Rules, is at thy own choice to learn any other.

Only let me say thus much, for the Alphabetical Table of words of all sort, in *page 34.* which are often in use, it's worthy your learning, but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way than can be written by the Rules of the Book.

Such as learn this Art must write Characters smaller than these which are cut in wood, for example of a Learner.

[illegible]

27

†	abate	z	ascend	5	continue
†	abhorre	z	ascend	5	contrite
†	abide	z	assemble	2	correct
†	abound	z	assist	2	corrupt
†	about	z	assure	2	corne
†	absent	z	astray	2	defend
†	abuse	do	become	2	deny
†	object	†	before	†	designe
†	obtaine.	†	besought	†	desart
T	access	†	bestow	†	desire
T	accuse	†	betray	†	desolate
T	accord	†	chaff	†	despise
†	addresse	†	chamber	†	determine
†	admire	†	cheefe	†	devoure
†	advise	†	chuse	†	devise
†	afford	†	comfort	†	disciple
†	affraid	†	communicate	†	dispaire
†	after	†	commande	†	discerne
†	alienate	†	commende	†	disdaine
†	allowe	†	common	†	disease
†	allure	†	communion	†	dishonor
†	almighty	†	commit	†	disobay
†	alter	†	company	†	dispose
†	anker	†	compare	†	dispute
†	andint	†	compass	†	dissolve
†	antient	†	complaine	†	divide
†	apparent	†	compleat	†	follow
†	appease	†	comprehend	†	image
†	appertaine	†	condemne	†	immoderate
†	applie	†	consist	†	incline
†	appoint	†	conspire	†	incourage
†	apprehend	†	consult	†	indeed

indure	4	presume	//	these
instruct	4	prevaille	/.	then
intreate	4	prevent	/	they
invite	be	procure	/i	this
merrie	n	redeeme	/i	those
mercie	n	refuse	/.	though
miracle	n	release	/	thou
moreover	n	remain	6	thousand
morrow	n	remit	/	thought
morsell	n	repose	/	thrust
mortall	n	resist	6	unrighteous
mourne	n	resolve	6	unworthy
message	n	restore	0	wheate
mifery	n	restraine	0	when
pardon	n	retaine	0	wherefore
persevere	p	supper	0	while
pertake	p	suppose	0	who
preach	p	supreame	0	whom
protious	n	sorrow	0	whole
predesignate	2	subiect	0	whoredome
prepare	2	sublime	0	why

These examples of wordes, which I have collected out of the former propositions they need not to be learned by hart as many hundreds in this little whom I have taught from their owne experience can worthily manifest.

114.

115 7

This image shows a blank ledger page with a grid of columns and rows. The grid is formed by faint horizontal and vertical lines. The page is oriented vertically and appears to be a scan of a physical document. There is no text or data present on the page.

Chap: 8

Sheweth that you have sometymer these which I call prepositions to end wordes as well as Begin wordes and terminations to begin as to end as example in these

L	abilitie	to	falsly	ds	speech
43	branch	2	much	z	such
40	breath	2u	naturall	z	treasure
4	carefull	6x	pleasure	z	vertue
7	durance	73	quench	z	usefull
7	durable	13	search	z	watch

Chap: 9

Likewyse if you ad your terminations to your mer prepositions you may make any ward that to bee made out of them but now some may say vnto mee how shall I doe it, I answere you may doe it by your former examples yet for better satisfaction herein I will instance in some few examples out of each of them that by them you may bee able to make any that possible may be drawne out from them examples followes

u	favourable	11	relect	cs	consolation
u	allowance	56	chambring	h	howsoever
u	aliant	02	commonly	u	altogether
u	fornication	42	impediment	x	authoritie
u	sanctification	13	buisness	u	adversitie
u	ascendeth	12	jealous	y	savour
u	carefullnesse	8	superstition	u	pervert
				u	over

Chap. X

Of Abbreviations of some of the examples
of the former Tables.

Although these may be writ by the former
rules yet for the benifitt of those which I
have formerly learned this Art vnto I
thought good to abbreviate these few
examples which follow in regard of the
usefullnes of them being often and fre-
quent in vse in every sermon.

abbreviate	c	circumstance	b'	proceed
accord	c	contrary	b	profaine
acquaint	a	deceive	b'	professe
advance	a	declare	b'	profitt
advantage	a	distresse	b'	prophet
advocate	a	distribute	b'	provide
afterward	a	fulfill	b'	provision
alsoe	a	infinite	b'	provoke
alwayes	a	inward	b'	propose
alwaye	a	obediencie	b'	prosecute
angell	a	obedient	b'	protect
ascribe	a	peradventure	b'	protection
beheld	b	perceive	b'	propound
behold	b	perfect	b'	promise
beloved	b	particular	b'	pronounce
children	b	prescribe	b'	prophecie
circumsise	b	prerogative	b'	prodeqall
circumspect	b	profound	b'	reprobate

1. The first part of the
 2. second part of the
 3. third part of the
 4. fourth part of the
 5. fifth part of the
 6. sixth part of the
 7. seventh part of the
 8. eighth part of the
 9. ninth part of the
 10. tenth part of the

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

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Chapter the XI

Of the usuall hard names in scripture
which are frequent and usefull in evn
serm on. they being exactly made
by rule doe not much charge memory

n	Aaron	11	Jesse	z	Nebuchadne
†	Abell	14	Jethro	+	Noah
2	Abithophel			+2	Obededom
††	Abner	12	Gezebell	e2	Onesimus
†	Abraham	14	Joseph	†	Paul
h	Absolon	11	Jossiah	†	Pharaoh
h	Adam			†	Pilat
<†	Benjamin	1	Isaack	†	Priscilla
<	Booze	11	Judas	†	Rachell
is	Dauid	11	Kerach	†	Rahab
2.4	Doeg	11	Leah	†	Rebecka
20	Elizabeth	11	Lidda	†	Reuben
202	Elias	11	Martha	†	Sampson
22	Ephraim	11	Mary	†	Sanballa
21	Esau	11	Messiah	†	Sarah
42	Goliath	11	Merriam	†	Saul
4	Hagar	11	moab	†	Shem
h	Hamon	11	mordecai	†	Solomon
22	Hozekiah	11	moses	†	Thamas
2	Jacob	11	naaman	†	Thoma
1v	Jehovah	11	naboth	†	Vriah
		11	Nathan	†	
		11	Nathaniell	†	

Chap. XII of the Names of the
Bookes of the Old and New Testament

34

4	Gen. si.	di	Isaiah	x	Luke
20	Exodus		Jeremiah	1	Iohn
22	Leviticus	2	Lamentations	17	Acts
27	Numbers	20	Ezekell	15	Romans
34	Deuteronomi		Daniel	2	Corinthians
35	Ioshua	31	Hosea	4	Galathians
36	Judges	19	Joel	21	Ephesians
37	Ruth	1	Amos	1	Philippians
38	Samuell	10	Obadiah	2	Colossians
39	King	10	Gonah	11	Thessalonians
40	Chronicles	16	Michah	1	Timotheus
41	Ezra	2	Nahum	12	Titus
42	Nehemiah	2	Habukuk	12	Philemon
43	Esther	2	Zephaniah	10	Hebrewes
44	Iob	1	Haggi	3	James
45	Psalmes	2	Zachariah	1	Peter
46	Proverbs	1	Mallica	1	Jude
47	Eclesiastes	1	Mattheu	1	Revelations
			Marke	1	

The Characters for these bookes they are
all of them drawne from the letters of the
Alphabet and therefore little charge to memory

1 120.

firt
aly
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The Art of Short Writing

33

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Chapt: XIII of the use of points

first for the Interrogative point use this (?)
only for your parenthesis use this point (:)
only for the end of a perfect sentence use this point (.)
only when you write out any Chapter at the end of
every verse use this point (...)
only for the phrase (and so forth) which is often
in use make this point (&)

Chap: XIII of the Table of wordes

Now having sufficiently furnished you with
long and short wordes whereby you
may be enabled by your owne prac-
tise to write any sermon or speech
being treatably spoken, word for
word, / Yet for your better Augmen-
tation and perfection of your know-
ledge I have here sett downe an
index or Table of wordes of sort
not one of them differing from the
Alphabet but each one of them
very usefull and frequent in
every sentence and for the
most part without removing
penn from the paper as
doth plainly appeare by the
enjoyning Table

122.

The Table

anc	^	Abominable	<	Blest	2	Demonstrate
ant	^	Abundance	<	Blesse	3	Denominate
at	^	Abundant	<	Both	3	Devill
aq	^	Acknowledge	<	Bread	4	Dignitie
sh	^	Acquite	<	Bretheren	2	Diligent
ad	^	Admonish	<	Brother	2	Describe
an	^	Adultery	<	But	2	Distinguish
al	^	Againe	<	Buckler	2	Doctrines
ah	^	Alreadie		C	2	Doth
amr	^	Although	c	Can	2	Duty
an	^	Ambassadors	c	Cannot	3	Dwell
n	-	Among	c	Catholicke		E
an	-	And	e	Charge		Earth
ao	-	Anger	e	Church	10	Effect
ap	-	Another	e	Conquerer	10	Egypt
ap	-	Apostle	s	Conclude	10	Elect
ar	-	Approve	e	Congregation	10	Epistle
a	-	Author	e	Conscience	10	Equitie
ak	-	Away	e	Conversation	10	Establish
	-	Awake	e	Confidence	10	Evangelical
	-	B		Confound	10	Even
b	-	Babes	e	Confirme	10	Every
bb	-	Baptisme	e	Continue	10	Evermore
by	-	Beautifull	e	Consider	10	Everlasting
bc	-	Because	e	Create	10	Evill
bg	-	Begin	e	Creature	10	Example
bf	-	Benefit	e	Covenant	10	Except
bd	-	Besides		D	10	Excell
bc	-	Beseech			10	Exclude
bx	-	Betwixt	2	Danger	10	Exercise
bm	-	Blaspheme	2	Deepe	10	

The Table

125 35

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Exempt	4	Glory		I
Experience	4	God		Illnesse
Expreſſe	4	Godlineſſe	1	Idolatry
Expect	4	Godhead	1	Jeruſalem
Extrame.	4	Good	1	Jeſus
Extinguiſh.	4	Goſpell	1	Jf
Extortioner	4	Grace	1	Ignorant
F	4	Guilt	1	Illustrate
Faith	4	Guilt	1	Impietie
Felicity		H		Iniquitie
Fellowſhip	2	Habit	2	Integritie
Fiſt	h	Hallowed	1	Iſ
Fleſh	v	Have	2	Iſrael
Folke	o	He	2	It
For	h	Heaven	3	Judge
Forth	r	Heart		K
Foundation	w	Help	2	Keepe
Freind	n	Heretofore	2	Kind
Fruite	h	Hereticke	2	Kindneſſe
Fruſtrate	2	Him	2	Kenale
Furtherance	h	Hipocrite	2	King
Furthermore	1	His	2	Kingly
G	h	Holy	2	Kingdome
Gather	h	Holynesſ	2	Kavane
Gave	h	Holyghoſt	2	L
Generall	h	Honour		Labour
Generat	h	Hospitality	1	Lament
Generation	h	How	1	Lan
Give	4	Humble	1	
		Husband	1	

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11/11

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127.

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The Table

5	Leafe	7	Nevertheless	7	purpose
5	Learn	1	not	7	put
5	Let	-e	nothing		Q
5	Life	7	Notwithstanding		
5	Light			7	quality
5	Live			7	quantity
5	Long	e	of	7	quarter
5	Lord	e	oftentimes	7	question
5	Love	e	Oh	7	quiet
	M	e	Omnipotent	7	quick
		e	Open		R
x	Majestic	ep	Opportunity	r	reconcile
x	Majistrate	n	Order	r	receive
x	Man	e	Ordinary	r	refresh
x	Many	r	Ordinance	r	regard
x	Manytymes	en	Originall	r	reioyce
x	Manyfold	e	Otherwise	r	religion
x	Manifest	e	Over	r	remember
x	Mediator	e	Outward	r	remnant
x	Meditate			r	repent
x	Might		P	r	resurrection
x	Minister	e	patience	r	returne
x	Most	7	peculiar	r	revenge
x	Mother	p	people	r	reveale
x	Multiply	7	persecute	r	reward
x	Multitude	7	persuade	r	righteousness
	N	e	place		S
7	Name	7	posteritie		
7	Necessary	7	power	7	sacrifice
7	Necessity	7	priviledge	7	salvation
7	Neglect	7	principall	7	satan
7	Neither	7	principle	7	saviour
		7	publique		

The Table

scamer	~	thanke	z	vs
scribe		thinke		N
scripture	o	them		
selfe	l	themselves	u	walke
selfelove	/	thus	7	wander
severall	<	tyne		wonder
shall	7	torment		was
shepherd	4	toward	7	wise
should	2	trouble		well
similitude	1	trust	w	will
sin	t	truth		what
sometime	r	turne	o	when
speciall			o	when
spirit			u	wicked
stand			3	wisdom
strength	n	vanish		with
strong	n	verse	b	worke
succour	v	victory	n	word
support	2	understand	n	world
sword	2	understanding	n	worship
I	2	voice	n	would
tabernacle	v	vouchsafe	u	zeale
tempt	w	vpon	z	

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the beginning page you see an example, and it is very little chary to memory.

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The Art of Short writing

Chap: XV

of joyning 3 or 4. words in one, and all of them according to the Alphabett Letters examples follow

z l	as it is	< l	but it is	q	it is said
z s	as it were	L	for it is	o	it is christ
z p	as it is said	L	for christ sake	4	lord jesus
z s	as it was	q	it is soe	L	that it is
< l	but now becau	L	is it not	L	that it was

Chap: XVI: of the Abbreviation of sentences

To that end nothing may be left out that may be advantageous to thee in this expeditious art have described unto thee certaine infallible sentences wherein there can be no mistake in the writing of them from any ministers mouth The like before was never invented by any other the characters thereof being Answerable to the Alphabett of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) (write anger of god) thus (A₄) (for the benefitts of god) write (benefitts god) thus (L₄) (for the blood of christ) write (blood christ) thus (L₂) and soe in all the rest of them which is as you see plainly but little charge to memory yet are they short then any man can make markes for them as do plainly appeare by the ensuing examples

many more of the like natuer might
be added but these I judge sufficient to
direct the Ingenious practicioner

the cause of god	e+	the office of christ
the cause of christ	p4	the peace of god
the church of god	q	the people of god
the glory of god	f	the people of christ
the glory of christ	oe	the power of god
the grace of god	r+	the raigne of christ
the gift of god	n	the righteousness of god
the house of god	h	the spirit of god
the joyes of heaven	h	the spirit of christ
the kingdom of grace	74	the wayes of god
the kingdom of glory	7	the wayes of christ
the kingdom of god	u	the will of god
the kingdom of christ	w	the will of christ
the kingdom of heaven	3	the wisdom of christ
the kingdom of sathan	n	the word of god
the life of grace	n	the word of faith
the life of faith	n	the worke of god
the life of christ	n	the worke of grace
the name of god	o4	the wrath of god
		Finis

1911

The image is a highly degraded scan of a document, likely a ledger or account book. The text is extremely faded and illegible. The layout suggests a table with multiple columns and rows. In the top right corner, there is some faint text that might be "Total" or "Grand Total". The overall quality is poor, with significant noise and loss of detail.

